

**Page Denied**

March 30, 1984

MEMORANDUM FOR: "E" Career Service Board Members

FROM:

Chairman, "E" Career Service

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SUBJECT: In Search of Excellence

1. The DCI, in his 16 March speech, announced several changes in administrative procedures. The "E" Career Service will implement those procedures noted below immediately, and others as soon as the DDA offices issue a uniform set of guidelines.

- a) All SIS-1 and SIS-2 position assignments should be discussed with me beforehand. Although a formal memorandum is not required, the personnel action should show my approval of the assignment. Memoranda addressed to the DCI should continue to be prepared on proposed assignments involving SIS-3 and SIS-4 positions.
- b) Individual Promotion memoranda are no longer required. However, offices should provide DCI Personnel with the results of Panel Rankings, indicating those employees recommended for promotion. I shall expect that a current PAR is available that supports the promotion actions.
- c) I will approve honor and merit awards up to and including the Career Intelligence Medal, as well as employee cash awards of \$1,000 or less. The regular award forms should be used for this purpose.
- d) Control of FTE is the responsibility of Independent Office Heads, and will be monitored by the Directorate Admin office to ensure that the Directorate is within ceiling for the fiscal year.
- e) Concerning orientation for new employees, I expect each office to develop its own orientation program to supplement those formal programs given by OP, OS, and OT&E. Because of the special nature of the "E" Career Service components, we will not develop a separate Directorate Trends and Highlights course. However, pertinent elements should be included in your components' orientation course.
- f) The requirement for donation of the first eight hours of overtime for GS-12's and above has been dropped. However, I still expect that managers will control the use of overtime.

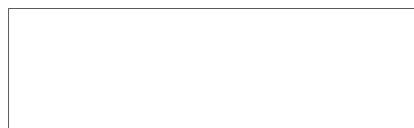
SUBJECT: In Search of Excellence

g) The time-in-grade guidelines for promotion are simply guidelines. They will remain the same and should not prevent an office or supervisor from recognizing an employee's superior performance.

h) The AWP is optional and is left to the discretion and needs of supervisors and employees.

i) Agency qualified shorthand is no longer a criteria for promotion unless the position duties require taking dictation. Only qualified employees should be selected to fill these positions, but if any concessions are made the employee must be advised before accepting the position that promotion will be withheld until the employee meets the shorthand requirements of the position.

2. Other changes in procedures announced by the Director, such as in PRA, external training, promotion certificates, etc., are being formulated by DDA components to ensure uniformity on an Agency-wide basis. The "E" Career Service will adopt those changes when they are issued.



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OFFICE OF THE DEPUTY DIRECTOR

6 April 1984

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The DDCI is aware of the attached. You should proceed, and handle it as you would any other FOIA request. He cautions that the names of the Security people should not be released. He also questions why you do not have meals that he might have been provided at his various speaking engagements. If necessary, [REDACTED] could probably try to reconstruct those for you.

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